

Discretionary Housing Payment (DHP) for Housing Benefit Claimants Application



If you are receiving Housing Benefit and are still having difficulty with your housing costs, you may be able to get extra help from the Discretionary Housing Payment (DHP) fund.

This leaflet contains information about DHP and an application form.

The funding available from the DHP budget is limited so not everyone can be paid a DHP.

Since a DHP can only be paid for a limited time, it should not be viewed as a solution to your financial hardship. It is a short term measure to assist you while you are taking steps to alter or improve your situation. You may wish to consider using the services listed on page 2 to obtain advice or information that could help you make changes which could benefit you and your current financial situation.

DHP cannot be paid to cover the shortfall between rent liability and Housing Benefit due to recovery of an outstanding overpayment.

Please read the notes below before you fill in the application form. This will help you to give us the right information so that we can assess your DHP application as quickly as possible.

Part 1 Your details

Make sure you complete your name, details of all household members and the address for which you wish to claim a DHP.

Tick one or more of the statements that may apply to your situation.

We may phone or email you for information. Please provide your phone number and email address in Part 1 for this purpose.

Part 2 Rent in advance or deposit

Please provide the information we ask for about the address you wish to move to and give details of why you are moving. You must supply the information requested about your landlord.

Part 3 Why is the accommodation and area suitable for you?

You need to tell us why the accommodation that you live in is particularly suitable for you or a member of your family, for example:

- Does someone in the household have a disability which requires ground floor accommodation, or has the property been adapted? You must provide full details of any adaptations to your home.
- Do you use a bedroom for your children who stay on a regular basis?
- Is the property near your children's school or nursery, or do you stay near to family who provide you with some kind of support?
- Have you tried to find alternative accommodation? Have you registered with the Council or a Housing Association to be re-housed?
- Do you need an extra bedroom for someone who does not live in your home and provides you with regular overnight care? Tell us the name and address of the person(s) who provides the overnight care, details of the nature of the care and how often it is provided. Please complete page 4 with these details.

Part 4 Any other information

Please tell us about any recent changes in your circumstances which means you need additional help, such as:

- You are due to have a baby (please detail due date) or have just had a baby
- Starting or leaving work
- Changes in your income

Part 5 Financial statement

Please complete the financial statement with all you and your partner's weekly income and expenditure. Some income or expenditure may not be weekly such as clothing. Please convert to an average weekly figure. It may delay your claim if this is not completed fully. Remember to include all disability income and expenditure too.

Part 6 Signing the form

Please sign and date the form and if you have a partner, please make sure they sign it too. If someone has completed the form on your behalf, please tell us why and get them to sign this section as well.

How to contact us

Visit us at: Customer Service Centre
Renfrewshire House
Cotton Street
Paisley
PA1 1HY

(Opening hours Monday to Thursday 8.45am–4.45pm, Friday 8.45am–3.55pm)

Phone: 0300 300 0204

Email: benefits.finit@renfrewshire.gov.uk

Write to us at: Benefit Service
Renfrewshire House
Cotton Street
Paisley
PA1 1AD

Where to get help and advice

Please use any of the services below to obtain advice or information that could help you.

Financial advice

For advice and information on managing money, rent or council tax arrears or dealing with debt, log on to Renfrewshire Council's website www.renfrewshire.gov.uk and search on money advice where you will find details of organisations, such as Advice Works.

Alternatively, the Citizens Advice Bureau (CAB) may be able to offer you advice. You can find your local CAB in the phone book or at this website www.cas.org.uk/bureaux/renfrewshire-citizens-advice-bureau.

Health matters

For advice on health matters relating to alcohol and smoking please visit: www.keepwellscotland.co.uk. If you have a gambling addiction you can find help at www.gamcare.org.uk.

Finding work

There are numerous websites to help you find work. For example log on to www.jobcentreonline.com or www.myjobscotland.gov.uk.

Energy efficiency and savings

For useful advice on how to make your home more energy efficient and save money on your energy bills go to www.energysavingtrust.org.uk/scotland.

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Part 1 Your details (must be fully completed in all cases)

Your name		HB claim number	
Your address		Home phone number	
		Mobile phone number	
Postcode		Email	

Do you fall into any of the following groups? (You may tick more than one box.)

<input type="checkbox"/> Foster carers, including those between placements. People who are going through the approval process to become foster carers who may need to show that they have a spare room to be approved. Or, families with kinship care arrangements.	<input type="checkbox"/> Where someone in the household is expecting a baby.
<input type="checkbox"/> Families with a child temporarily in care but who is expected to return home.	<input type="checkbox"/> People who have had to flee domestic violence or have moved because of the threat of violence in another area.
<input type="checkbox"/> People with disabilities who need, or have had, significant adaptations made to their property, or where they are living in a property particularly suited to their needs.	<input type="checkbox"/> Ex-homeless people being supported to settle in the community.
<input type="checkbox"/> Where someone in the household has a disability which requires them to have a larger property than would usually be the case for the size of their household due to, for example, a medical condition or where a household member has a particular disability that might mean they are unable to share a bedroom. We will ask for more information about this.	<input type="checkbox"/> People with health or medical problems who need access to local medical centres or support that might not be available elsewhere.
<input type="checkbox"/> Households where regular overnight care is provided by someone who does not live with you. Further details must be provided on page 4 and further evidence may be requested.	<input type="checkbox"/> Families with children at a critical point in their education.
	<input type="checkbox"/> To help with short-term rental costs until the claimant is able to secure and move to lower-cost, alternative accommodation.

Please note that we may contact you for evidence of the statements you have ticked above.

If you received a DHP in the last 12 months, please give details of action you have taken in order to improve your financial situation.

Action Taken	Yes/No	Provide Details
Registered for cheaper accommodation		
Reduced expenditure		
Attended job interviews, or interviews with advisors to help find work or increase hours worked		
Met with money or debt advisor to get help budgeting		

If you are applying for a DHP because you are considered to be under occupying your property, give as much detail as possible.

What do you use your extra bedroom(s) for?

If someone, who does not live in your home, provides overnight care:-
(1) What is their name and address?
(2) What type of care do they provide during the night and how regularly is the care provided?

We will contact you for information about this, please provide your phone number at part 1.

Why do you wish to apply for a Discretionary Housing Payment?

Please state how long you expect to need this help for?

Part 2 Rent in advance or deposit

If you are applying for a DHP to pay rent in advance or a deposit for a new tenancy please complete the details below.

Address of property you require deposit/
rent in advance for

Name and address of landlord

Contact phone number for landlord

Deposit

Rent in advance

£

£

Are you requesting a DHP for a deposit
or rent in advance?

How many weeks or months in advance is being asking for? weeks / months (delete as appropriate)

What was your previous address?

Who was your landlord at your previous address?

Reason for moving?

Are you due a deposit to be returned to you from your previous landlord?

Yes

No

If Yes, how much is the deposit?

£

Please note a deposit or rent in advance can only be paid if the assessor is able to verify details with the landlord and is satisfied that the deposit or rent in advance is a condition of the tenancy agreement.

Part 3 Why is the accommodation and area suitable for you?

Please tell us how your accommodation and area is suitable for you (and your family).

Have you tried to find alternative accommodation? (Please tick one box.)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Have you contacted any advice agencies to get information on making changes that could help reduce your weekly expenditure? (Please tick one box.)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Part 4 Any other information.

Please tell us any other information that should be considered with this application.

Part 5 Financial assessment (must be fully completed in all cases)

Please complete the financial statement.

How much do you have in:	You £	Partner £
Bank accounts		
Building Society accounts		
Any other savings		
Total capital		

Please detail all weekly income and expenditure below.

Household weekly outgoings		Weekly income		
	Household £		You £	Your partner £
Rent		Earned income		
Rent arrears		Jobseekers Allowance		
Council Tax		Income Support		
Council Tax arrears		Working Tax Credit		
Secured loan		Child Tax Credit		
Gas		Child Benefit		
Electricity		Child maintenance		
If gas and electricity seem higher than average you will be asked for evidence.		Private Pensions		
		Spousal maintenance		
Life insurance		Work Pensions		
House insurance		Incapacity benefit		
TV rental/internet/Virgin/Sky		Attendance Allowance		
TV licence		Mobility Allowance		
Food		Carers Allowance		
Telephone (home and mobile)		Pension Credit		
Clothing		Other Benefit		
Store card or catalogue		State retirement pension		
Hire purchase or rental of household goods		Disability Living Allowance or Personal Independence Payment		
Child minder or nursery or after school fees		Employment Support Allowance		
School meals and trips				
Travel costs				
Petrol/road tax/car insurance				
Medical and caring expenses				
Cigarettes				
Alcohol				
Other—such as family outings, kids clubs or outstanding debts—please advise.		Any other income—please advise.		
Total outgoings		Total income		

Please ensure you have detailed all your household income even if you think it is disregarded.

Part 6 Declaration

☐

I give you (Renfrewshire Council) my permission to share information about this DHP application with my landlord. (Please tick box.)

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I give you (Renfrewshire Council) my permission to share information about this DHP application with the following representative(s). (Please tick box and write the names(s) of the representatives in the box below.)

I declare that:-

- I agree that I have completed all parts of the application form
- I understand that this DHP application has been made because I am in financial hardship and require assistance. **As such I understand that if appropriate this application can also be used for a Council Tax Reduction (CTR) application.**
- I understand that the information I provided Renfrewshire Council for my Housing Benefit claim will be used to assess my CTR application.
- I understand that the information I have provided within my DHP application may be used, in conjunction with the information provided to the DWP, to assess my CTR application.
- I declare that the information I have given on this form is correct and complete as far as I know and believe.
- I understand that if I knowingly give information this is incorrect or incomplete, I may be liable to prosecution or other action. If I receive DHP incorrectly, I understand that the Council will ask me to pay it back.
- I have provided evidence of outstanding debts which are causing me financial hardship.
- I understand that I must let you know in writing straight away about any changes in my circumstances.
- I understand that information I have provided in connection with this and/or any other application for CTR that I have made or may make, may be given to the Scottish Government and to other organisations, if the law allows this.

Please sign and date the form below.

You

Date

Your partner

Date

If someone else has filled the form in on your behalf tell us why below and ask them to sign below.

Reason

Name of person who has completed form for you

Signature

Date